

7 September 1950

MEMORANDUM TO: Acting Chief, [redacted]
Chief, [redacted]
Chief, [redacted]
Chief, [redacted]
Chief, [redacted]

FROM: Chief, Services Division

SUBJECT: Checking and Reviewing of Material by Branches

1. Numerous documents, letters, memorandums, reports, and other material prepared by the Branches of Services Division have been forwarded to this office for signature, approval, or information, which have had to be returned to the originating activity for correction or rewriting due to inaccurate information, incorrect arithmetical computations, incorrect titles of individuals and organization units, spelling, grammar, omissions, or other reasons. This is an indication of failure on the part of Branch Chiefs to review and check the work of their subordinates to insure correctness of information prior to submission.

2. In the future, each Branch Chief is directed to review all documents or material for accuracy of information contained therein prior to submission to this office, and that he take such internal action as he deems necessary to instruct employees under his jurisdiction to exercise greater care in compiling and preparing such documents or material. This will enable personnel of this immediate office to devote considerably more of their time to other duties for which they are responsible.

3. Corrective action will be taken immediately and repeated errors will be reflected in marking element No. 25 of future efficiency ratings of the employees concerned.

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MEW:vm

cc: MIM chrono

MIM Procedure file ✓

MIM Directive file

Document No. 8

NO CHANGE in Class.

☐ DECLASSIFIED

Class. CHANGED TO: TS S C

DDA Memo, 4 Apr

Auth: DEA REG. 77/1763

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